

OGC Has Reviewed

U.S. POSTAL SERVICE

1. Assistance to McLean Postal Service Facility

Request from and authorization for the McLean Post Office to use an Agency paper shredder to dispose of nonsalable stock.

Date: 30 January 1978

Signatories: Agency - Michael J. Malaneck  
Acting Deputy Director for  
Administration

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file

30 JAN 1978

DD/A Registry  
78-0462

MEMORANDUM FOR: Acting Deputy Director for Administration

VIA: General Counsel  
Inspector General

FROM: James H. McDonald  
Director of Logistics

SUBJECT: Assistance to McLean Postal Service Facility

1. Action Requested: This memorandum contains a recommendation for your approval in paragraph 4.

2. Background: The McLean Postal Service unit has requested the use of a paper shredder on a non-reimbursable basis to dispose of accumulated nonsalable stock at least once each quarter-year. The disposal could be readily effected at the Agency Headquarters Building hammermill facility and would be supervised by three members of the McLean Postal Service unit under security escort arranged by the Logistics Services Division. The bulk of material to be disposed of initially, 12 - 15 cubic feet, will take about 2 hours, and subsequent disposals of 3 - 5 cubic feet should take approximately 1 hour of our operator's time.

3. Staff Position: There are no intelligence implications in this accommodation, and the economy to be achieved is in the national interest. In addition, permitting the McLean Postal Service unit the use of the hammermill would help convey our appreciation to them for the fine assistance they have rendered and are rendering to the Agency.

4. Recommendation: It is recommended that you approve the aforementioned request. [redacted] Deputy Chief, Logistics Services Division, will be the Agency coordinator on this matter if approved.

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James H. McDonald

James H. McDonald

SUBJECT: Assistance to McLean Postal Service Facility

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CONCURRENC

*JW* General Counsel

2/1/78  
Date

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Inspector General

            
Date

APPROVED:

/s/ Michael J. Malanick

Acting Deputy Director for Administration

DISAPPROVED:

Acting Deputy Director for Administration

Date: 3 FEB 1978

Distribution:

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OL/P&PS/  (25 Jan 78)

OGC 78-0640  
1 February 1978

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM :   
Office of General Counsel

SUBJECT :  Assistance to McLean Postal Service Facility

1. This memorandum is in response to a request from the McLean Postal Service to use Agency facilities "on a non-reimbursable basis to dispose of accumulated nonsoluble stock at least once each quarter-year." It is the opinion of this Office that the Economy Act, which provides for cooperation between federal agencies, serves to authorize the assistance to the Postal Service as requested. 31 U.S.C.A. §686. This opinion is provided with the understanding that the added cost to the Agency of the proposed activity would be negligible.

2. While there is legal authority for this assistance, however, there are policy implications which you may wish to consider before granting approval. In view of the publicity given to past activities conducted by CIA with Post Office cooperation, although the attention has been directed to mail surveillance, extra effort must often be made to prevent even the most innocuous activities from being misinterpreted or criticized. For example, it is not too difficult to imagine this activity being branded as an attempt by CIA to monitor postal activities. For this reason it may be advisable to coordinate further with the Postmaster General. Such coordination, while not necessary, would ensure that the assistance is coordinated at the highest level, as well as the local level, of the Postal Service. Additionally, you may wish to report to the Oversight Committees on this matter.

3. Thus, while this Office has no legal objections, there are other factors to be considered. If you have any questions or comments, do not hesitate to contact me

UNITED STATES POST OFFICE

Approved For Release 2004/05/13 : CIA-RDP91-00607R000100390001-4

OUR REF: JWA:CMW:cls

DATE: January 17, 1978

SUBJECT:

P.O.CL:

TO: C.I.A.  
Chief L.S.D.  
McLean, Virginia 22101

Dear Sir,

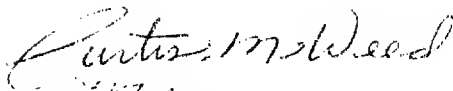
The McLean Postal Service would like to request the use of the C.I.A. shredder for the purpose of destruction of nonsalable stock. This would be done by a three (3) member committee. The committee must verify and dispose of accumulated nonsalable stock at least once each quarter. The shredded strips should not exceed  $\frac{1}{4}$  inch.

The first time we would have approximately 12 to 15 cubic feet of nonsalable stock, after that it should not be anymore than 3 to 5 cubic feet. We have spoke with [redacted] who suggested we send you this request in writing.

STAT

Thanks for any and all help you may be able to give us.

Sincerely,



James W. Adair  
Postmaster  
McLean, Virginia 22101  
700-9100

01 8 0262

Mr. McDonald

FYI. The items  
for destruction would  
be stamps and  
stamped envelopes  
that are invalid.

Willy

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

Approved For Release 2004/05/13 : CIA-RDP91-00607R000100390001-4

**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

FROM:

Director of Logistics

EXTENSION

NO.

DATE

19 January 1978

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

C/P&PS

2.

3.

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Ike:

Would you please prepare a memo for Acting DDA approval with OGC and IG concurrences to perform this service for McLean Post Office. This post office has been of great assistance to us in the past, and we represent a significant portion of their workload. There are no intelligence implications involved, and it is one of economy and in the interest of the government taxpayer. [redacted] or [redacted] can fill you in on any other details that you might need.

[redacted]  
Jim McDonald

*D/L suspense: 30 Jan.*

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STAT

7 Feb 78

STAT

Emma brought this in  
for our file copy. Mr.  
McDonald is sending the  
original to LSD for their  
action.

Please note the legal  
opinion attached.

*file*  
Gloria

*c/lSD  
notified  
to*



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